

APPENDIX D/PES (MRO WORKSHEET)

A. BACKGROUND. The MRO worksheet on page 2 of this Appendix is a tool for use by the RS and MRO in developing the MRO's billet description and documenting his or her accomplishments during the reporting period. **The CMC directs the use of this form.** The worksheet is available for download from MMSB's website. NOTE: Commands should produce the worksheet locally.

B. INTENT OF THE WORKSHEET. The worksheet provides:

1. A tool to assist the RS and MRO in establishing a clear understanding of the RS's expectations.
2. A means for the MRO to provide his or her RS a summary of major billet related accomplishments during the reporting period, PME accomplishments, awards, and other significant actions of which the RS may not be aware.
3. A tool for periodic counseling sessions to review billet descriptions, establish new goals, and develop performance.

C. PROCEDURES FOR COMPLETING THE WORKSHEET

1. The RS and MRO must meet at the beginning of the reporting relationship (within the first 15 days) to establish and formalize the MRO's billet description. Additionally, they must meet and review the MRO's billet description at the beginning of each new reporting period.
2. At the end of the reporting period, the MRO should provide the RS a summary of accomplishments highlighting significant achievements, efforts and/or events, PME accomplishments, awards and other commendatory correspondence, and other activities (to include community involvement) believed significant by the MRO.
3. Once the RS receives the summary of accomplishments from the MRO, the RS should assess the input and reflect the information on the MRO's fitness report as deemed appropriate.

Fitness Report Submission Table (Including Change-7 to PES/MCO 1610.7E)			
CURRENT GRADE	ACTIVE	RESERVE	ACTIVE RESERVE
SGT	March	September	September
SSGT	December	September	September
GYSGT	June	September	September
1STSGT & MSGT	June	September	September
SGTMAJ & MGYSGT	September	May	June

PERFORMANCE EVALUATION SYSTEM MRO WORKSHEET

DATE:

MARINE REPORTED ON

LAST NAME: FIRST NAME: M.I.:

NAME:

SSN: GRADE: DOR:

PMOS: BMOS:

ORGANIZATION

MCC: RUC: UNIT DESCRIPTION:

OCCASION AND PERIOD

OCC: FROM: TO: TYPE:

PERIODS OF NON AVAILABILITY FR-TO/REASON:

DUTY ASSIGNMENT (DESCRIPTIVE TITLE):

SPECIAL INFORMATION

QUAL: PFT: STATUS: RESERVE COMPONENT:

HT: WT: BODY FAT %:

DUTY PREFERENCE

1ST MCC: DESCRIPTIVE LOCATION:

2ND MCC: DESCRIPTIVE LOCATION:

3RD MCC: DESCRIPTIVE LOCATION:

REPORTING SENIOR

LAST NAME: INIT.: SERVICE:

SSN: GRADE: DUTY ASSIGNMENT:

REVIEWING OFFICER

LAST NAME: INIT.: SERVICE:

SSN: GRADE: DUTY ASSIGNMENT:

BILLET DESCRIPTION/RECOMMENDED ADJUSTMENTS

MAJOR ACCOMPLISHMENTS DURING THIS PERIOD

PME/SELF EDUCATION

OTHER (I.E. AWARDS, COMMENDATORY CORRESPONDENCE, COMMUNITY INVOLVEMENT)